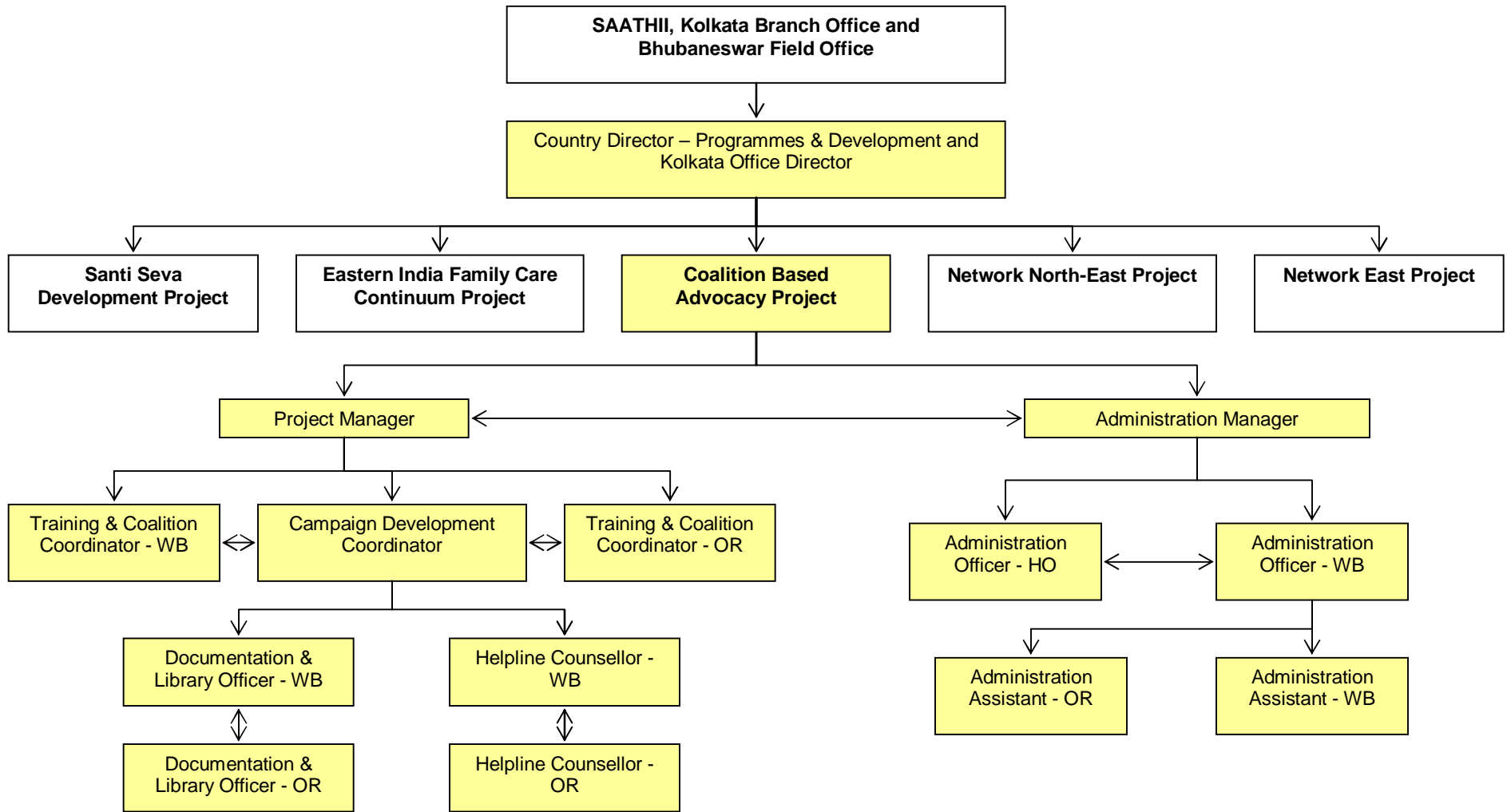


Building the Capacity of People Living with HIV and Sexual Minorities in Orissa and West Bengal to Advance their Health and Rights

A SAATHII project in partnership with Interact Worldwide, London and funded by the Department for International Development – Civil Society Challenge Fund, Glasgow

PROJECT STAFF ORGANOGRAM (AS OF JANUARY 2009)



PROJECT STAFF ROLES AND RESPONSIBILITIES

1. Country Director – Programmes & Development and Kolkata Office Director

Name: Pawan Dhall (based in Kolkata)

Overall responsibilities: (a) Planning, mentoring, monitoring, evaluating and ensuring the implementation of administrative, programmatic, in-house capacity building (human resources development) and fundraising activities in the two offices in relation to overall vision and mission of SAATHII; (b) Leading Local Management Committees in the two offices; (c) Participating in the Overall Management Committee, contributing to overall development of SAATHII, and reporting to the Board of Trustees of SAATHII.

Project-specific responsibilities: (a) Guiding Project Manager and through him, other project staff in project planning, budgeting, implementation, monitoring, evaluation, documentation and reporting (financial and non-financial); (b) Assisting Project Manager and Administration Manager in administrative oversight of the project; (c) Guiding Project Manager in project staff capacity building; (d) Temporary direct management of the electronic resource centre and legal aid units of the project in coordination with respective consultants.

Time commitment to the project and commensurate salary earning: 35%

2. Project Manager

Name: Anupam Hazra (based in Kolkata)

Responsibilities: (a) Leading full project team (including the administrative staff) in planning programmatic, financial and capacity building activities; (b) Mentoring and coordinating functioning of project team; (c) Ensuring project systems and implementation of activities (financial and non-financial) are on track; (d) Project monitoring and evaluation (including budget control); (e) Key documentation and project reporting; (f) Participating and representing the project in the Local Management Committee of the Kolkata Office, and in interface with the Overall Management Committee of SAATHII.

Time commitment to the project and commensurate salary earning: 100%

3. Training and Coalition Coordinators – Orissa and West Bengal

Names: Mitali Mohanty and Subhadip Roy, respectively (based in Bhubaneswar and Kolkata, respectively)

Responsibilities: (a) Identifying existing and potential leaders from among sexual minority, PLHIV and other vulnerable communities in the two states through outreach and networking; (b) Developing their leadership and community mobilization skills towards formation and strengthening of safe spaces and civil society organizations; (c) Enlisting the support and involvement of these leaders and their organizations in establishing broad based coalitions on SRH and HIV (including specific sub-committees within the coalitions); (d) Facilitating the functioning of the coalitions: Beginning with identification of advocacy agendas and relevant stakeholders, leading to development of advocacy strategies, coordination of associated documentation (evidence base generation) and training activities, and facilitation of periodic coalition planning meetings, advocacy activities and review meetings.

Additionally: (e) Assisting those member organizations of the coalitions that are resource poor or are yet to be fully established with small grants and fund raising training – to enable their stronger participation in the coalitions; (f) Participating in Local Management Committees of the Kolkata and Bhubaneswar Offices.

The Training and Coalition Coordinators must also participate in the overall planning, review and documentation processes of the project, with emphasis on their own specific responsibilities, and must coordinate with and guide other project staff.

Time commitment to the project and commensurate salary earning: 100% each

4. Campaign Development Coordinator

Name: Mayadhar Rath (based in Bhubaneswar)

Responsibilities: (a) Participating in the functioning of the coalitions, with emphasis on facilitating advocacy agenda development, stakeholder analysis and policy research; (b) Developing advocacy strategies, messages and communication material, and facilitating campaigns and non-campaign activities in line with the advocacy agendas; (c) Ensuring that documentation (evidence base generation) needed to support advocacy activities takes place by coordinating with the staff involved in the library, electronic resource centre, helpline and legal aid unit services of the project, and consultants appointed for stakeholder and policy analysis and preparation of human rights audit reports; (d) Assisting the Training and Coalition Coordinators in coalition planning, advocacy, review and training activities; (e) The Campaign Development Coordinator must also participate in the overall planning, review and documentation processes of the project, with emphasis on his own specific responsibilities, and must coordinate with and guide other project staff; (f) Participating in the Local Management Committee of the Bhubaneswar Office.

Time commitment to the project and commensurate salary earning: 100%

5. Documentation and Library Officers – Orissa and West Bengal

Names: Biswa Bhusan Pattanayak and Soma Roy Karmakar, respectively (based in Bhubaneswar and Kolkata, respectively)

Responsibilities: (a) Functioning of the information resource centres (reference and mobile libraries) to support the activities of the coalitions and facilitate direct interface with project beneficiaries (awareness generation); (b) Documentation of project activities, mainly coalition meetings, advocacy activities, training activities and library services; (c) Documentation and analysis for evidence base generation (primarily recording of human rights violations and inputs received from project beneficiaries during mobile library outings); (d) Assisting the Training and Coalition Coordinators and the Campaign Development Coordinator, and coordinating with other project staff in planning, implementation and review.

Additionally: The Documentation and Library Officer – Orissa participates in the Local Management Committee of the Bhubaneswar Office.

Time commitment to the project and commensurate salary earning: 100% each

6. Helpline Counsellors – Orissa and West Bengal

Names: Subhalaxmi Mohanty and Sudha Jha, respectively (based in Bhubaneswar and Kolkata, respectively)

Responsibilities: (a) Functioning of the helpline service (phone and e-mail based) to support the activities of the coalitions and facilitate direct interface with project beneficiaries (awareness generation and access to health and associated services through referrals); (b) Documentation and analysis for evidence base generation (primarily recording of data generated through the helpline services); (c) Assisting the Training and Coalition Coordinators and the Campaign Development Coordinator, and coordinating with other project staff in planning, implementation and review activities; (d) Participating in Local Management Committees of the Kolkata and Bhubaneswar Offices.

Time commitment to the project and commensurate salary earning: 100% each

7. Administration Manager

Name: Santanu Pyne (based in Kolkata)

Overall responsibilities: Managing financial and other administrative functions of the Kolkata and Bhubaneswar Offices of SAATHII; coordinating with the administrative team in the SAATHII Head Office in Chennai; and assisting the Overall Management Committee in human resources policy development.

Project-specific responsibilities: (a) Overseeing and ensuring timely completion of project financial and other administrative activities, including budgeting and quarterly and annual financial reporting; (b) Coordinating with Kolkata Office Director and Project Manager in financial and administrative planning, implementation and review of the project; (c) Guiding administrative support staff in accounting and logistics activities; (d) Interfacing on project financial, legal and other administrative aspects with the Head Office (for reporting to the auditors, income tax and other government departments); (e) Participating in the Local Management Committee of the Kolkata Office.

Time commitment to the project and commensurate salary earning: 60%

8. Administration Officers – Kolkata Office and Head Office

Names: Somnath Sarkar and D. Nirmala, respectively (based in Kolkata and Chennai, respectively)

Responsibilities: (a) The Administration Officer in the Kolkata Office assists the Administration Manager and the Project Manager in key project financial activities (budgeting, requisitions, accounting and reporting) and administrative documentation. He also oversees similar activities in the Bhubaneswar Office; (b) The Administration Officer in the Head Office assists the Administration Manager in project related banking (including funds transfers and salary payments to project staff) and other administrative activities in Chennai. She also integrates the project accounts into the overall accounts of SAATHII (in coordination with other administrative staff in the Head Office).

Time commitment to the project and commensurate salary earning: 100% and 50%, respectively

9. Administration Assistants – Kolkata Office and Bhubaneswar Office

Names: Bappa Panja and Sarada Prasan Mishra, respectively (based in Kolkata and Bhubaneswar, respectively)

Responsibilities: Both Administration Assistants provide support and back-up to senior administrative staff and other project staff in both offices in logistics, accounting and office maintenance.

Time commitment to the project and commensurate salary earning: The Administration Assistant in the Kolkata Office allots 60% of his time to the project, while his counterpart in Bhubaneswar allots 90% of his time to the project. However, their salaries are paid entirely from the SAATHII general account (corpus).

10. Key Consultants: (a) Sayan Lahiri, Web Master, Electronic Resource Centre (Kolkata); (b) Vahista Dastoor, Documentation and Legal Aid Unit Planning Consultant (Kolkata); (c) Sathesh Chandran (Thiruvananthapuram) and P. C. Kasinath (Hyderabad), Project Baseline Study Consultants; (d) Anis Ray Chaudhuri (Kolkata) and Archana Naik (Bhubaneswar), Media Coverage Analysis Consultants; (e) Sonali Paul, Coalition Members Training Needs Assessment Consultant (Kolkata)

11. Key Volunteers: (a) Lily Walkover; (b) Tahmid Chowdhury – for documentation, technical writing support, library activities, advocacy planning and research (both based in Kolkata)